

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Lead Mail Processor**

**Class Code: 20413**

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### **A. Purpose:**

Oversees the processing of incoming and outgoing mail, acts as lead worker over other mail room personnel, and maintains the postal accounts to ensure the proper billing of postal expenditures utilized by state agencies.

### **B. Distinguishing Feature:**

The Lead Mail Processor oversees the processing of incoming and outgoing mail, maintains the postal accounts, and acts as the lead worker over other mail personnel.

The Automated Mail Processor processes mail with the use of automated mail equipment.

The Mail Processor processes and distributes incoming and outgoing mail for state agencies and campuses.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Maintains the postal accounts to ensure accurate records are being kept.
  - a. Reconciles postal authorization cards.
  - b. Purchases postage for the meter machines.
  - c. Balances accounts monthly for reports and billing purposes.
  - d. Enters MSA coding and cost per mailing onto computer for agency billing.
  - e. Prepares vouchers for payment of central mail invoices.
  - f. Determines when to transfer funds from the various accounts.
2. Acts as lead worker to ensure objectives of the work unit are met.
  - a. Provides training and work direction.
  - b. Addresses staff problems and recommends disciplinary actions.
  - c. Encodes employees time sheets into the computer.
3. Performs preventative maintenance on all mail equipment to ensure continued operations.
  - a. Troubleshoots electronic and optical scanning devices.
  - b. Orders replacement parts for equipment.
4. Assists state agencies and the public by answering postal questions.
  - a. Answers phones and routes phone calls.
  - b. Assigns post office boxes to students, staff, and offices.
  - c. Sells postage stamps to patrons.
  - d. Answers questions about postal rules and regulations.
5. Performs other work as assigned.

### **D. Reporting Relationships:**

Incumbent may act as lead worker over other mail clerk personnel.

### **E. Challenges and Problems:**

Challenges include continually changing postal regulations, maintaining the accounting records, and performing preventative maintenance on all equipment.

Problems include obtaining proper billing codes from agencies and breakdown of equipment.

#### **F. Decision-making Authority:**

Decisions include the purchasing of stamps and postage for meter machines, billing agencies, transferring funds to various accounts, prioritizing work, ordering supplies and replacement parts for equipment, and determining when to add money to the various accounts.

Decisions referred are changing the meter setting amounts, changing policy, arranging for the repair of equipment, and problems with reconciliation of accounts between state and postal service.

#### **G. Contact with Others:**

Incumbent has daily contact with state employees regarding receiving and delivery of mail and answering questions about mailing procedures; weekly contact with the U.S. Postal Service regarding changes in postal rates and policies and balancing of accounts; and occasional contact with the general public in serving their postal needs.

#### **H. Working Conditions:**

This position may require standing for extended periods of time and lifting up to 75 pounds.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- English grammar, spelling, and punctuation;
- arithmetic to add, subtract, multiply, and divide;
- numeric, alphabetical and chronological sequences;
- basic bookkeeping practices and procedures.

Ability to:

- communicate information clearly and concisely;
- plan, organize, schedule, the work of other employees;
- maintain records of accounts, purchases;
- troubleshoot equipment;
- stand for prolonged periods of time;
- lift approximately 75 pounds repeatedly;
- interpret and follow United States Postal Services regulations and provide information to the public about United States Postal Services regulations content.

Licenses:

Must possess or be able to obtain a Commercial Driver's License (CDL).